

BETTER COTTON ASSURANCE PROGRAM

INTERNAL ASSESSMENT FIELD BOOK

MEDIUM FARMS

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| **ORIENTATION** | *In the case of medium farms, self-assessment is done at Producer Unit level on the basis of the Internal Management System (IMS). As part of the IMS,* ***PU manager should conduct an internal assessment on 10% of the medium farms******in the Producer Unit (including all facilitators)****. This field book supports PU manager while doing internal assessment with farmers and facilitators in the field. It indicates the type of questions to be asked to facilitators, farmers and/or workers, the documents to be reviewed and what to look for during visual inspection. Questions are directed at both Minimum and Improvement Requirements in order to provide the necessary information to fill the self-assessment report. The field book should be printed and filled for each farmer visit. This document does not need to be sent to BCI but should be kept on records for the purpose of external assessment. However, summary of relevant findings and actions taken as a results for each farmer visited need to be presented in the self-assessment report (please refer to the document self-assessment report for medium farms). The PU manager is responsible to provide the facilitator/farmer with corrective actions (when applicable) following the visit according to the most appropriate template developed by the Producer Unit.*  |

1. **General Information about the visit**

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| Assessment Reference Number  |   |
| Assessment conducted by | Institution:  |
| Name of the PU Manager |
| Email:  |
| Tel:  |
| Date of assessment (dd/mm/yyyy) - start date |   |
| Date of assessment (dd/mm/yyyy) - end date |   |
| Country  |   |
| State |   |
| Name of the Implementing Partner  |  |
| Name of the Producer Unit |   |
| Name of the farmer visited |  |
| Name of the facilitator |  |
| Exact location |   |

1. **Facilitators interview & Documentation review**

**II.1 Interview on Minimum Requirements**

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| 1. Minimum Production Criteria |
| N° BCI Criteria | Production Criteria | Facilitators Interview | Documents | Comments |
| 1.1 | An Integrated Pest Management Programme is adopted that includes the following principles: (i) growing of a healthy crop; and(ii) prevention of build-up of pest populations and of the spread of disease; and(iii) preservation and enhancement of populations of beneficial organisms; and(iv) regular field observations of the crop’s health and key pest and beneficial insects; and(v) management of resistance. | How do you conduct your Integrated Pest Management Programme – what kind of strategies/specific practices do you promote with farmers (e.g. crop protection, biological control, pest monitoring, etc.) How farmers decide when to use pesticides?How do they observe /monitor the cotton crop for pests and beneficial insects?Did they use genetically modified seed this season? If yes how did they manage resistance?Do you have any policy, book or guidance about IPM?What type of training has been provided to farmers? | IPM planTraining and awareness raising material for facilitators and farmers/workersTraining records |  |
| 1.2 | Only pesticides that are:(i) Registered nationally for the crop being treated; and(ii) Correctly labelled in the national language are used. | What pesticides the farmer is using? Do you have a list of the pesticides nationally registered for cotton? How do you ensure farmers comply with the criteria? | List of pesticides nationally registered for cotton (if available at LG level) |  |
| 1.3 | Pesticides list in Annex A and B of the Stockholm Convention are not used. | What pesticides the farmer is using? Do you know the list of pesticides in the Stockholm convention? How do you ensure farmers do not use these pesticides?  | Stockholm conventionList of pesticides used  |  |
| 1.4 | Pesticides are prepared and applied by persons who are:(i) healthy; and(ii) skilled and trained in the application of pesticides; and(iii) 18 or older; and(iv) not pregnant or nursing. | Who is allowed to use pesticides (everyone, specific persons?)Is there a policy communicated to the farmer about who can prepare and apply pesticides?Are the workers/farmers that work with pesticides trained? How do you ensure farmers comply with the criteria?  | Training and awareness raising material for facilitators and farmers/workersTraining recordsPU policy |  |
| 2.1 | Water management practices are adopted that optimise water use (applicable to both rain fed and irrigated cotton). | *General*What management practices are being implemented? Please give specific examplesHow do farmers conserve soil moisture for as long as possible?What type of training is provided to farmers? *Rain-fed*How do farmers make optimal use of rainfall? *Irrigated*What techniques are being used to maximise the efficiency of irrigation systems used by farmers? What records are being kept on irrigation?  | Training & awareness raising material for facilitators and farmersBest practicesWater use records |  |
| 4.2 | The use and conversion of land to grow cotton conforms with national legislation related to agricultural land use. | What are the legal requirements regarding land use/converting native land into farming land in your region? How do you keep up to date with the legal requirements? How do you ensure that cotton is only grown according to legislation? | National legislationTraining & awareness raising material for facilitators and farmers |  |
| 5.2 | Seed cotton is harvested, managed and stored to minimise trash, contamination and damage. | What management practices are being implemented to minimise trash, contamination and damage? Who is being trained on these practices (farmers only, cotton picker, etc.)? | Training & awareness raising material for facilitators and farmers/workersBest practices |  |
| 6.1 | Smallholders (including tenants, sharecroppers and other categories) have the right on a voluntary basis to establish and develop organisations representing their interests. | Is sharecropping or other forms of land arrangements common in the area? In the positive, are they also free to join organisations representing their interests? | PU internal policies and procedures |  |
| 6.3 | There is no child labour in accordance with ILO convention 138. |  Do you have access to the plan developed by the PU for the prevention and progressive eradication of child labour? What is the duration of the plan? Do you know the national minimum age for work? How do you proactively prevent children below the national minimum age to working on the farm? What type of records do you or farmers keep? How is the plan communicated to farmers/workers? Is there a procedure for checking the age of workersHow do you remove existing child labour? What alternatives are being proposed? | Child Labour planNational law regarding child labourProcedure for checking the age of workersTraining and awareness raising material for facilitators and farmers/workers |  |
| 6.4 | For hazardous work, the minimum age is 18 years. | What tasks do workers/farmers below the age of 18 usually perform?Do you know what is considered as hazardous labour in cotton in your country? How do you ensure that producers have a procedure in place to document workers age and tasks?  | National legislation regarding hazardous work on cottonTraining & awareness raising material for facilitators and farmers/workers |  |
| 6.5 | Employment is freely chosen: no forced or compulsory labour, including bonded or trafficked labour. | Have you identified any instances of forced/bonded labour in the area? What do you understand by forced labour?How do you ensure that farmers comply with the criteria and that workers are aware of their rights?  | Training & awareness raising material for facilitators and farmers/workersInternal policies and procedures |  |
| 6.6 | There is no discrimination (distinction, exclusion, or preference) practised that denies or impairs equality of opportunity, conditions, or treatment based on individual characteristics and group membership or association. |  What are the most common forms of discrimination in the area? What are the majority and minority groups? What are the specific challenges faced by women in the area? Do you have access to the plan developed by PU to improve the position of disadvantaged groups? Does the plan includes gender-specific activities (e.g. Gender based wage discrimination)What is the duration of the plan? What is being proposed in terms of practices?How is the plan communicated to farmers/workers? | Training & awareness raising material for facilitators and farmers/workersNon discrimination plan  |  |
| 6.7 | All workers and employers have the right to set up and join organisations of their own choosing, and to draw up their constitutions and rules, to elect their representatives and to formulate their programmes | Are there any workers organisations in the area? Employers organisations? What are the membership requirements? How the leadership of the organisation is selected? How often do they meet?How do you ensure compliance with the criteria?  | Training & Awareness raising material for facilitators and farmers/workersPU internal policies |  |
| 6.8 | Workers and employers have the right to bargain collectively | Are you aware of any collective bargaining agreement in the area? How do you ensure that farmers comply with the criteria?  | Training & Awareness raising material for facilitators and farmers/ workersPU internal policies |  |
| 6.25 | Employers do not engage in or tolerate the use of corporal punishment, mental or physical coercion, sexual or other harassment or physical or verbal abuse of any kind | How do you ensure that farmers comply with the criteria | Training & Awareness raising material for facilitators and farmers/ workersPU internal policies |  |
| 6.26 | There is a transparent and clear policy and system for disciplinary measures and this is communicated to workers. The system includes fair warning principles and any disciplinary actions are proportionate to the conduct in question |  How do you ensure that farmers comply with the criteria?  | Training & Awareness raising material for facilitators and farmers/ workersPU internal policies |  |
| 2. Management Criteria |
| N° BCI Criteria | Production Criteria | PU Manager Interview | Documents | Comments |
| M1 | PU Manager and Field Facilitators are trained by a BCI accredited trainer and have attended any subsequent refresher training (as required by BCI). | Who gave you the training on BCI? When did you receive the training? What is your understanding of Better Cotton?  | Training records |  |
| M2 | PU data (Name of Producer Unit, location, number of farmers (M/F), number of workers (M/F), expected seed cotton production, name of gins, etc) is updated annually at the latest one month after sowing.  | How many farmers are you responsible for?How do you conduct the categorisation of farmers? What is the estimated seed cotton production this season from your area? Where is the cotton being delivered? Is it possible to see the latest farmers list for your area? How often is the list being updated? When the information was or will be communicated to the PU manager? | Farmer list |  |
| M3 | Continuous improvement plan available at PU level and reviewed by PU on annual basis. | Do you have access to the continuous improvement plan developed at Producer Unit level? | Continuous improvement plan or equivalent internal policies and procedures |  |
| M4 | The PU has a protocol in place to identify (family or hired) workers on the farm, and train them on all relevant aspects of Decent Work.  | How many workers are usually working with farmers? Do you have a protocol to identify workers?What training has been provided specifically to workers?  | Workers protocolList of workersTraining & awareness raising materialTraining records for workers |  |
| M5 | PU operates a system to collect, compile and report accurate data from farmer to PU level, and to BCI.  | How do you ensure results indicators data is reported to the PU manager?Who is collecting the information and how do you ensure the data is accurate?When do you submit your results indicators to the PU manager? | Data management systemResults Indicators report from previous season |  |
| M6 | PU operates a system to ensure that farmers can maintain a farmer field book and learn from it | What Farmer Field Book farmers are using? How many farmers have access to it? How it is distributed to farmers?Who is training farmers on how to use it? | Farmer Field Book templateDistribution records |  |
| M7 | PU operates a system to review progress against its plan to: (i)   assess the level of adoption at farmer level of the practices promoted in the training program; and (ii)   Identify and address issues/risks associated with implementation/ potential non compliance; and (iii)  Plan/Enforce implementation of Corrective Actions resulting from monitoring activities. | How do you assess the level of adoption of farmers? How do you ensure that farmers comply with the minimum requirements of Better Cotton?How do you identify and address issues/risk of non compliance? How do you plan and implement corrective actions? Have you implemented corrective actions provided by the PU manager? | Farmers progress/adoption reportCorrective action formsMonitoring report |  |
| M8 | Training material for facilitators and farmers are available to cover all of the Minimum Production Criteria. | What types of training materials are available on each Minimum Production Criteria?  | Training material for facilitators and farmers  |  |
| M9 | Annual data on number of farmers and workers trained in the PU by gender / topics/ methodology used are reported to BCI. | How many farmers have been trained in your area this year (or will be trained)?How many workers have been trained in your area this year (or will be trained)?How many women have been trained (or will be trained)? | Training records |  |

**II.2 Documentation review on Improvement Requirements**

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| N° | Improvement requirement questionnaire | Documents | Comments |
| P1 | Number of best practices (validated locally) related to crop protection shared with farmers/pesticide applicators through appropriate dissemination material in local language( ) none ( ) 1 ( ) 2 ( ) more than 2 | Dissemination material in local language on best practices |  |
| P2 | In the Producer Unit, the use of pesticides listed in WHO Class 1a and 1b and Annex III of the Rotterdam Convention is: ( ) common ( ) limited ( ) Nil/banned If applicable the time period for phasing out is ( ) within the next year ( ) within the next 2-3 years ( ) 3 years or longer | Rotterdam convention and WHO class 1a and 1b list of pesticides available at facilitator level? List of pesticides used in the areaPU policy on the use of dangerous pesticides |  |
| P3 | Estimated number of farms where pesticides are prepared and applied by persons who correctly use appropriate protective and safety equipment ( ) none ( ) a few ( ) some ( ) most ( ) all | Training records on PPE equipmentDistribution records of PPEFacilitator records on estimated level of adoptionTraining/awareness raising material for farmers |  |
| P4 | Estimated number of farms with separate and safe storage & cleaning sites available ( ) none ( ) a few ( ) some ( ) most ( ) all | Facilitator records on estimated level of adoptionInternal policies and proceduresTraining/awareness raising material for farmers |  |
| P5 | Estimated number of farms applying pesticides in appropriate weather conditions, according to label directions with appropriate and well-maintained equipment ( ) none ( ) a few ( ) some ( ) most ( ) all  | Facilitator records on estimated level of adoptionInternal policies and proceduresTraining/awareness raising material for farmers |  |
| P6 | Estimated number of farms that dispose of pesticide containers safely( ) none ( ) a few ( ) some ( ) most ( ) all | Facilitator records on estimated level of adoptionInternal policies and proceduresTraining/awareness raising material for farmers |  |
| P7 | Number of best practices (validated locally) related to water management shared with farmers through appropriate dissemination material in local language( ) none ( ) 1 ( ) 2 ( ) more than 2  | Dissemination material in local language on best practices  |  |
| P8 | Estimated number of farms adopting recommended management practices to ensure that water extraction does not cause adverse effects on groundwater or water bodies in accordance with continuous improvement plan( ) none ( ) a few ( ) some ( ) most ( ) all ( ) not applicable | Facilitator records on estimated level of adoptionRecommended Management practices on water extractionTraining/awareness raising material for farmers |  |
| P9 | Number of best practices (validated locally) related to soil health management shared with farmers through appropriate dissemination material in local language( ) none ( ) 1 ( ) 2 ( ) more than 2  | Dissemination material in local language on best practices  |  |
| P10 | Estimated number of farms adopting recommended soil management practices to maintain and enhance the structure and fertility of the soil in line with continuous improvement plan( ) none ( ) a few ( ) some ( ) most ( ) all | Facilitator records on estimated level of adoptionRecommended soil management practices on soil fertilityTraining/awareness raising material for farmers |  |
| P11 | Estimated number of farms with nutrient application based on soil test results( ) none ( ) a few ( ) some ( ) most ( ) all | Facilitator records on estimated level of adoptionSoil test results |  |
| P12 | Estimated number of farms adopting recommended soil management practices to minimise erosion ( ) none ( ) a few ( ) some ( ) most ( ) all ( ) not applicable | Facilitator records on estimated level of adoptionRecommended soil management practices to minimise erosionTraining/awareness raising material for farmers |  |
| P13 | Number of best practices (validated locally) to enhance biodiversity on and surrounding the farm shared with farmers through appropriate dissemination material in local language( ) none ( ) 1 ( ) 2 ( ) more than 2 | Dissemination material in local language on best practices  |  |
| P14 | Estimated number of farms adopting recommended practices to enhance biodiversity in line with continuous improvement plan ( ) none ( ) a few ( ) some ( ) most ( ) allIncrease in number and diversity of species can be demonstrated( ) yes ( ) no | Facilitator records on estimated level of adoptionRecommended practices on biodiversityTraining/awareness raising material for farmers |  |
| P15 | Estimated number of farms member of local group of landholders, or a biodiversity program that regularly works to improve the local landscape/ or biodiversity( ) none ( ) a few ( ) some ( ) most ( ) all | Meeting recordsMembership records |  |
| P16 | Number of best practices (validated locally) to maximise fibre quality shared with farmers through appropriate dissemination material in local language( ) none ( ) 1 ( ) 2 ( ) more than 2 | Dissemination material in local language on best practices  |  |
| P17 | Estimated number of farms adopting recommended practices to maximise fibre quality in line with continuous improvement plan( ) none ( ) a few ( ) some ( ) most ( ) all | Facilitator records on estimated level of adoptionRecommended practices to maximise fibre qualityTraining/awareness raising material for farmers |  |
| P18 | Number of alliance / partnership established by the Producer Unit with local organisations on Decent Work( ) none ( ) 1 ( ) 2 | Partnership established at facilitator level?  |  |
| P19 | Number of outreach activities to specific target groups beyond farmers (e.g. women, children, casual workers, migrant workers, local authorities, school teachers, pesticide applicators, cotton pickers, etc.) ( ) none ( ) 1 ( ) 2 ( ) more than 2  | Records of outreach activitiesAwareness raising material |  |
| P20 | Estimated number of farms with specific person or groups in place to actively promote Decent Work within their communities (e.g. Decent Work committees, child labour monitoring committees, local pressure group, lead farmer, etc.) ( ) none ( ) a few ( ) some ( ) most ( ) all | Meeting records, statutes of committees established, etc. Facilitator records on estimated level of adoption |  |
| P21 | Estimated number of farms with drinking and washing water facilities placed within reasonable proximity to the workplace and accessible to all( ) none ( ) a few ( ) some ( ) most ( ) all | Facilitator records on estimated level of adoption |  |
| P24 | Estimated number of farms with health and safety policy available and communicated to workers?( ) none ( ) a few ( ) some ( ) most ( ) allEstimated number of farms with formal workers training program that covers all relevant workplace health and safety requirements?( ) none ( ) a few ( ) some ( ) most ( ) all | Facilitator records on estimated level of adoptionHealth and safety policy at farm level? Training records |  |
| P36 | The Producer Unit has a program in place (or is part of a program) to develop effective producer organisation and/or strengthen existing ones( ) yes ( ) no | Producer Organisation program  |  |
| P37 | Estimated number of farms in the Producer Unit members of producer organisation( ) none ( ) a few ( ) some ( ) most ( ) all  | Producer organisation records |  |
| P38 | Estimated number of Producer organisations with women holding a position of responsibility (e.g. decision making position, board membership, etc.)( ) none ( ) a few ( ) some ( ) most ( ) all | Producer organisation records |  |
| P39 | Number of basic services provided by the producer organisation to their members (e.g. marketing, inputs, extension, storage, credit, market information, processing, etc.) ( ) none ( ) 1 ( ) 2 ( ) 3 ( )more than 3 | List of basic services provided |  |

1. **Farmer Interview and Documentation Review**

**III.1 Interview on Minimum Requirements**

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| 1. Minimum Production Criteria |
| N° BCI Criteria | Production Criteria | Farmers Interview | Documents | Comments/observation of non compliance?  |
| 1.1 | An Integrated Pest Management Programme is adopted that includes the following principles: (i) growing of a healthy crop; and(ii) prevention of build-up of pest populations and of the spread of disease; and(iii) preservation and enhancement of populations of beneficial organisms; and(iv) regular field observations of the crop’s health and key pest and beneficial insects; and(v) management of resistance. | How do you conduct your Integrated Pest Management Programme – what kind of strategies/specific practices do you use (e.g. crop protection, biological control, pest monitoring, etc.) How do you decide when to use pesticides?How do you observe /monitor your cotton crop for pests and beneficial insects?Did you use genetically modified seed this season? If yes how did you manage resistance?Do you have any policy, book or guidance about IPM?  | Pesticide application recordsTraining & awareness raising material for farmers/workers |  |
| 1.2 | Only pesticides that are:(i) Registered nationally for the crop being treated; and(ii) Correctly labelled in the national language are used. | What pesticides do you use? Are the label instructions useful? Do you have the list of pesticides nationally registered for using in Cotton? | List of pesticides |  |
| 1.3 | Pesticides list in Annex A and B of the Stockholm Convention are not used. | What pesticides do you use? Do you know which one you cannot use? Do you know the list of pesticides in the Stockholm convention? | List of pesticidesAwareness raising material for farmers |  |
| 1.4 | Pesticides are prepared and applied by persons who are:(i) healthy; and(ii) skilled and trained in the application of pesticides; and(iii) 18 or older; and(iv) not pregnant or nursing. | Who is allowed to use pesticides (everyone, specific persons?)Who is applying pesticides on your farm? How old are they? How do you know their ages? What training is provided to pesticide applicators? What training did you receive on pesticide use?  | Training & awareness raising material for farmers/workersAge documentationTraining records |  |
| 2.1 | Water management practices are adopted that optimise water use (applicable to both rain fed and irrigated cotton). | *Rain-fed*How do you make optimal use of rainfall in the farm? What specific practices are being used? How do you conserve soil moistures for as long as possible? *Irrigated*How do you decide when to irrigate the crop?How do you maximise the efficiency of your irrigation system?What training did you receive on water use?  | Training & awareness raising material for farmers |  |
| 4.2 | The use and conversion of land to grow cotton conforms with national legislation related to agricultural land use. | What are the legal requirements regarding land use/converting native land into farming land in your region? What land are you not allowed to convert for cotton farming here?  | Training & awareness raising material for farmers  |  |
| 5.2 | Seed cotton is harvested, managed and stored to minimise trash, contamination and damage. | What do you do to maintain the quality of your cotton during harvest and storage? Where do you store your cotton? How do you minimise contamination? What bags do pickers use? What training did you receive? Are workers responsible for harvesting and storage trained in better management practices? | Training & awareness raising material for farmers/workersTraining records |  |
| 6.1 | Smallholders (including tenants, sharecroppers and other categories) have the right on a voluntary basis to establish and develop organisations representing their interests. | Do you have sharecroppers, tenants, or other type of arrangements on your farm? In the positive, do they have the right to establish and develop organisation representing their interests? | Training & awareness raising material for farmers/workersInternal policies and procedures |  |
| 6.3 | There is no child labour in accordance with ILO convention 138. | What are the criteria for hiring labour?How do you check the age of your workers? What internal policies and procedures do you have in place? Do you know the national minimum age for work?How do you proactively prevent children below the national minimum age to working on the farm? | Training & awareness raising material for farmers/workersInternal policies and proceduresAge documentation National law |  |
| 6.4 | For hazardous work, the minimum age is 18 years. | Are your children (or other children) helping you on the farm? What do they do? How do you decide what task is appropriate?Do you know what constitutes hazardous child labour on cotton in your country? What evidence is there to ensure that no one under 18 carry out hazardous activities?  | Training & awareness raising material for farmers/workersInternal policies and proceduresAge documentationNational law |  |
| 6.5 | Employment is freely chosen: no forced or compulsory labour, including bonded or trafficked labour. | Do you hire workers directly or through a labour broker/recruiters/intermediary? Which of the workers documents (if any) are kept by you or an intermediary (e.g. identity papers, passport, travel document, etc.)Are any workers indebted to you or an intermediary? Are you providing wages advances to your workers? What type of loans do you provide to workers and how does it work in terms of repayment? How is the movement of workers restricted within the farms, if at all? Are workers ever fined for any reason? If so what for?How do you deal with workers wanting to leave the job?What training did you receive on the issue of forced labour | Training & awareness raising material for farmers/workersInternal policies and proceduresWork contracts |  |
| 6.6 | There is no discrimination (distinction, exclusion, or preference) practised that denies or impairs equality of opportunity, conditions, or treatment based on individual characteristics and group membership or association. | How do you understand the issue of discrimination? What are the different wages categories for workers? (including according to gender)What evidence is there that workers can raise issues without fear of discrimination or penalty? | Training & awareness raising material for farmers/workersInternal policies and proceduresPayment records |  |
| 6.7 | All workers and employers have the right to set up and join organisations of their own choosing, and to draw up their constitutions and rules, to elect their representatives and to formulate their programmes | Do you belong to an employer organisation? Are your workers parts of a worker organisation? Do they have the right to set up and join organisations of their own choosing? | Training & awareness raising material for farmers/workersWorkers and employers organisations document if any |  |
| 6.8 | Workers and employers have the right to bargain collectively | How the salary of workers is being defined? Is there a collective bargaining agreement in place between you and your workers?If no agreement in place, do they have the right to bargain collectively? | Training & awareness raising material for farmers/workersPayment recordsCollective bargaining agreements |  |
| 6.25 | Employers do not engage in or tolerate the use of corporal punishment, mental or physical coercion, sexual or other harassment or physical or verbal abuse of any kind | How do you ensure the basic treatment of workers? How do you ensure the workplace is free from any type of punishment, coercion, harassment and abuse? Is there an internal policy in place? | Training & awareness raising material for farmers/workersInternal policies and procedures |  |
| 6.26 | There is a transparent and clear policy and system for disciplinary measures and this is communicated to workers. The system includes fair warning principles and any disciplinary actions are proportionate to the conduct in question | Do you have a policy and system in place for disciplinary measures? How do you ensure it is communicated to workers? What are the fair warning principles included in the policy? What disciplinary actions are taken in case of misconduct? | Training & awareness raising material for farmers/workersDisciplinary measures policy |  |
| 2. Management Criteria |
| N° BCI Criteria | Production Criteria | Farmers Interview | Documents | Comments |
| M5 | PU operates a system to collect, compile and report accurate data from farmer to PU level, and to BCI  | What data do you have to provide to the facilitators?What kind of documentation is maintained at farm level?  | Farmer Field Book |  |
| M6 | PU operates a system to ensure that farmers can maintain a farmer field book and learn from it | Did you receive a Farmer Field Book? Have you been trained on how to use it? How useful it is for learning purposes?  | Farmer Field Book  |  |
| M7 | PU operates a system to review progress against its plan to: (i)   assess the level of adoption at farmer level of the practices promoted in the training program; and (ii)   Identify and address issues/risks associated with implementation/ potential non compliance; and (iii)  Plan/Enforce implementation of Corrective Actions resulting from monitoring activities. | How often do you receive a visit from the facilitators? Are they discussing with you progress being made? Or corrective actions to be implemented on the farm? What are the actions being planned in the coming month to achieve compliance with the criteria.  |  |  |
| M8 | Training material for facilitators and farmers are available to cover all of the Minimum Production Criteria. | What type of training did you receive this season? Who delivered the training? What did you learn? Did you understand the training? What is Better Cotton? Do you know the 6 Better Cotton Production Principles? How was the quality of the training delivered? How could it be improved?  | Training & awareness raising material for facilitators and farmers |  |

**III.2 Interview on Improvement Requirements**

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| N° | Improvement requirement questionnaire | Farmers Interview  | Comments |
| P1 | Number of best practices (validated locally) related to crop protection shared with farmers/pesticide applicators through appropriate dissemination material in local language( ) none ( ) 1 ( ) 2 ( ) more than 2 | Did you receive any documentation in local language on best practices related to crop protection?  |  |
| P2 | In the Producer Unit, the use of pesticides listed in WHO Class 1a and 1b and Annex III of the Rotterdam Convention is: ( ) common ( ) limited ( ) Nil/banned If applicable the time period for phasing out is ( ) within the next year ( ) within the next 2-3 years ( ) 3 years or longer | What pesticides did you use this season? How do you select your pesticides?  |  |
| P3 | Estimated number of farms where pesticides are prepared and applied by persons who correctly use appropriate protective and safety equipment ( ) none ( ) a few ( ) some ( ) most ( ) all | How do you prepare your pesticides?How does pesticides get applied on your farm? What kind of protective and safety equipment do you have access to on your farm? How do you know what type of safety and protective equipment you should be using?  |  |
| P4 | Estimated number of farms with separate and safe storage & cleaning sites available ( ) none ( ) a few ( ) some ( ) most ( ) all | Where do you keep your pesticides? Where do you keep your pesticide application equipment? Do you clean the application equipment after spraying? If yes how/where?  |  |
| P5 | Estimated number of farms applying pesticides in appropriate weather conditions, according to label directions with appropriate and well-maintained equipment ( ) none ( ) a few ( ) some ( ) most ( ) all  | What weather conditions are important for spraying? Are there weather conditions in which you do not apply pesticides? Why? What type of instructions do you find on pesticide containers? What time do you spray? |  |
| P6 | Estimated number of farms that dispose of pesticide containers safely( ) none ( ) a few ( ) some ( ) most ( ) all | How do you dispose of your empty pesticide containers? |  |
| P7 | Number of best practices (validated locally) related to water management shared with farmers through appropriate dissemination material in local language( ) none ( ) 1 ( ) 2 ( ) more than 2  | Did you receive any documentation in local language on best practices related to water management? |  |
| P8 | Estimated number of farms adopting recommended management practices to ensure that water extraction does not cause adverse effects on groundwater or water bodies in accordance with continuous improvement plan( ) none ( ) a few ( ) some ( ) most ( ) all ( ) not applicable | Do you need a licence to extract water? What conditions are attached to the licence? How does the water you extract for irrigation affect ground water or water bodies? How much do you extract? What problems are you facing? |  |
| P9 | Number of best practices (validated locally) related to soil health management shared with farmers through appropriate dissemination material in local language( ) none ( ) 1 ( ) 2 ( ) more than 2  | Did you receive any documentation in local language on best practices related to soil health management? |  |
| P10 | Estimated number of farms adopting recommended soil management practices to maintain and enhance the structure and fertility of the soil in line with continuous improvement plan( ) none ( ) a few ( ) some ( ) most ( ) all | What techniques do you use to manage your soil? When do you cultivate the soil? What equipment do you use? What is your rotation schedule? |  |
| P11 | Estimated number of farms with nutrient application based on soil test results( ) none ( ) a few ( ) some ( ) most ( ) all | How do you decide which fertilisers to use? How do you decide the amount of fertilisers? How do you decide when to use fertilisers? What tests are you able to do? Have done? |  |
| P12 | Estimated number of farms adopting recommended soil management practices to minimise erosion ( ) none ( ) a few ( ) some ( ) most ( ) all ( ) not applicable | What erosions problems do you have on your farms? What do you do to manage erosion? What do you do to stop water leaving your farm/ to protect off farm water bodies? |  |
| P13 | Number of best practices (validated locally) to enhance biodiversity on and surrounding the farm shared with farmers through appropriate dissemination material in local language( ) none ( ) 1 ( ) 2 ( ) more than 2 | Did you receive any documentation in local language on best practices related to biodiversity? |  |
| P14 | Estimated number of farms adopting recommended practices to enhance biodiversity in line with continuous improvement plan ( ) none ( ) a few ( ) some ( ) most ( ) allIncrease in number and diversity of species can be demonstrated( ) yes ( ) no | What invasive species (weeds and animals) are present on your farm? What areas of significant biodiversity exist on or around your farm? What practices do you use to enhance biodiversity on your farm? Around your farm? |  |
| P15 | Estimated number of farms member of local group of landholders, or a biodiversity program that regularly works to improve the local landscape/ or biodiversity( ) none ( ) a few ( ) some ( ) most ( ) all | Are you member of a local group to improve biodiversity?  |  |
| P16 | Number of best practices (validated locally) to maximise fibre quality shared with farmers through appropriate dissemination material in local language( ) none ( ) 1 ( ) 2 ( ) more than 2 | Did you receive any documentation in local language on best practices related to fibre quality? |  |
| P17 | Estimated number of farms adopting recommended practices to maximise fibre quality in line with continuous improvement plan( ) none ( ) a few ( ) some ( ) most ( ) all | What do you do to ensure that you grow good quality fibre? What variety did you plant? When did you obtain the seed? How did you decide on which variety? When did you plan? When did you harvest? |  |
| P20 | Estimated number of farms with specific person or groups in place to actively promote Decent Work within their communities (e.g. Decent Work committees, child labour monitoring committees, local pressure group, lead farmer, etc.) ( ) none ( ) a few ( ) some ( ) most ( ) all | Do you have in your farm a specific person in place to promote Decent Work? What types of committees have been established on decent work?  |  |
| P21 | Estimated number of farms with drinking and washing water facilities placed within reasonable proximity to the workplace and accessible to all( ) none ( ) a few ( ) some ( ) most ( ) all | Where do persons working on the farm get drinking water from? Where do persons working on the farm wash after work?  |  |
| P22 | Estimated number of farms with workers members of a trade union( ) none ( ) a few ( ) some ( ) most ( ) all | Are the workers members of a trade union?  |  |
| P23 | Estimated number of farms providing access and reasonable facilities for workers’ representatives( ) none ( ) a few ( ) some ( ) most ( ) all | are there particular facilities for workers’ representatives on the farm? |  |
| P24 | Estimated number of farms with health and safety policy available and communicated to workers?( ) none ( ) a few ( ) some ( ) most ( ) allEstimated number of farms with formal workers training program that covers all relevant workplace health and safety requirements?( ) none ( ) a few ( ) some ( ) most ( ) all | What are the main health and safety problems for workers on your farm?How familiar are workers with health and safety issues?What type of occupational health and safety training is offered to workers?What evidence is there of occupational health and safety training given to workers (e.g. records)? |  |
| P25 | Estimated number of farms providing to workers a clean place to eat, clean toilets, potable drinking water, adequate living quarters (if they reside on the farms) and access to adequate medical care at no charge?( ) none ( ) a few ( ) some ( ) most ( ) all | How do you provide workers’ basic requirements?  |  |
| P26 | Estimated number of farms who have conducted a formal assessment of all potential workplace hazards that has led to safe work practices procedures being established for all hazards? ( ) none ( ) a few ( ) some ( ) most ( ) allEstimated number of farms maintaining records of any accidents and occupational diseases?( ) none ( ) a few ( ) some ( ) most ( ) all | How do you provide a safe working environment to workers? How do you minimise hazards in the workplace? What type of records are being maintained?  |  |
| P27 | Estimated number of farms with accident and emergencies procedures including first aid and access to appropriate transportation to medical facilities?( ) none ( ) a few ( ) some ( ) most ( ) all | What do you do in case a worker has an accident on your farm? How do you reach medical personnel in case of emergencies? |  |
| P28 | Estimated number of farms aware of the legally applicable minimum wage/s (statutory national or regional minimum wage applicable to agriculture, collectively agreed wage, industry minimum)?( ) none ( ) a few ( ) some ( ) most ( ) allEstimated number of farms with employees paid more than 15% higher than the applicable minimum wage?( ) none ( ) a few ( ) some ( ) most ( ) all | How do your wages compare to those of other farms in the area? How do you know?What is the applicable legal minimum wage or regional norm for your farm?How are wages negotiated between you and your workers?How much are you workers paid?  |  |
| P29 | Estimated number of farms providing piece rate adequate for workers to earn the applicable national minimum wage or regional norm (whichever is higher) during normal working hours and under normal operating conditions?( ) none ( ) a few ( ) some ( ) most ( ) all ( ) not applicable | How are piecework rates for your workers agreed and calculated?How do these rates compare with the national minimum wage or regional norm?Do you have records showing how piece rates / prices are agreed and calculated? |  |
| P30 | Estimated number of farms with workers paid regularly in cash or in a form that is convenient to them? ( ) none ( ) a few ( ) some ( ) most ( ) all | How do you pay your workers?When are payments made?What evidence is there that workers understand and agree on the mode of payment? |  |
| P31 | Estimated number of farms providing equal wages to people who perform the same job, irrespective of gender?( ) none ( ) a few ( ) some ( ) most ( ) all | What differences are there in the type of contracts and payments offered to male and female workers?What evidence is there that the principle of equal pay for equal work is understood and observed? |  |
| P32 | Estimated number of farms aware of minimum legal requirements on working conditions for farm workers (including requirements relating to working hours and overtime)?( ) none ( ) a few ( ) some ( ) most ( ) all ( ) no legislation available | Do you know what are the legal requirements on working conditions in your country/region? |  |
| P33 | Estimated number of farms with workers employed with written contract?( ) none ( ) a few ( ) some ( ) most ( ) all | What do you and your workers know about the national / state legislation with regards to contracts of employment?What type of employment contracts are offered to workers (verbal? written?) and why? |  |
| P34 | Estimated number of farms keeping records on the following: 1. details on legal requirements for wages, including rates, working hours and overtime requirements
2. information on wages (including form of payment)
3. date of birth (age),
4. gender,
5. working times (working hours and overtime)
6. date of entry and period of employment
7. number of permanent/seasonal workers.

( ) none ( ) a few ( ) some ( ) most ( ) all | Record keeping |  |
| P35 | Estimated number of farms with a policy that deals with how temporary, seasonal and sub-contracted workers are treated?( ) none ( ) a few ( ) some ( ) most ( ) all | Policy on temporary workers |  |
| P37 | Estimated number of farms in the Producer Unit members of producer organisation( ) none ( ) a few ( ) some ( ) most ( ) all  | Are you member of a producer organisation?  |  |
| P38 | Estimated number of Producer organisations with women holding a position of responsibility (e.g. decision making position, board membership, etc.)( ) none ( ) a few ( ) some ( ) most ( ) all | In your organisation are women holding a position of responsibility?  |  |
| P39 | Number of basic services provided by the producer organisation to their members (e.g. marketing, inputs, extension, storage, credit, market information, processing, etc.) ( ) none ( ) 1 ( ) 2 ( ) 3 ( )more than 3 | What type of services are provided by the Producer organisation?  |  |

1. **Workers Interview**

**IV.1 Minimum Requirement**

|  |  |  |
| --- | --- | --- |
| N° BCI Criteria | What to ask? | Comments |
| 1.1  | *For workers that work directly with Crop Protection*: Do you know how to recognise the different pest and beneficial insects in cottonDo you conduct field observations of the crop’s health, key pest and beneficial insects?Have you received any training about IPM? How do you manage resistance? |  |
| 1.4  | *For workers that work directly with Crop Protection*How long have you been working with pesticides? Have you been trained for it? How old are you?How do you conduct the pesticide preparation and application? Do you know the danger of pesticides?Do you think it is ok for female workers to apply pesticides when pregnant?  |  |
| 5.2  | Have you been trained on the risk of contaminating seed cotton?What practices do you use to avoid contamination during harvest, storage and transporting seed cotton?  |  |
| 6.3  | Has someone checked your age when you were hired? How old are you?Do you know of any law or internal policy that determine the minimum age for your work? Do you know if there are any children working on this farm? Have you seen any children in the field?  |  |
| 6.4  | Did someone check your age when you were hired? How old are you?Do you know who is allowed or not to prepare and apply pesticides? What task do you do?  |  |
| 6.5  | Does the farmer keep any of your documents (ID, passport, travel documents, etc.)? Can you leave the farm in any moment or during your holidays? Are you satisfied with your work? Are you indebted to your employer? What are the implications? |  |
| 6.6 | Have you felt any discrimination here as compared to other workers?Are you well treated here?How has the situation improved or deteriorated recently? Are you from the area or you migrated to work here? |  |
| 6.7 | Can you establish an organisation to represent your interest? Do you think it is possible in this farm? Have you heard any history from other workers that have any problem with it in this farm? |  |
| 6.8 | Do you talk about wages with the farmer? How are your wages negotiated? Is there an agreement in place? Do you have the support of the workers union to talk about wages?  |  |
| 6.25 | Have you suffered any physical or verbal abuse of any kind from your supervisors? Have you heard any history about it on the farm involving any of your colleagues? |  |
| 6.26 | Do you know the disciplinary measures of the farm? Do you know the consequences when you make some mistake or have an inadequate conduct in your work?  |  |
| Training (management criteria) | Did you receive any training from the Producer Unit this season? Have you understood the training provided to you? What rights do you have in relation to the BCI decent work criteria?  |  |

**IV.2 Improvement Requirements**

|  |  |  |
| --- | --- | --- |
| N°  | What to ask? | Comments |
| P.1Best practices | *For workers that work directly with Crop Protection (e.g. pesticide applicators)*Did you receive any awareness raising material from the Producer Unit?  |  |
| P.3 use of PPE | *For workers that work directly with Crop Protection*Have you received the necessary PPE for preparing and applying pesticides? Do you have access to appropriate facilities for washing yourself after handling/applying pesticides? Did you receive training (and refresher training) on safe work procedures and the use, maintenance, and proper storage of PPE?  |  |
| P4Storage, handling, cleaning | *For workers that work directly with Crop Protection*How do you clean pesticides containers and application equipment?Where do you store it? |  |
| P6Pesticide containers | *For workers that work directly with Crop Protection*How do you clean the empty pesticide containers? Are they triple-rinsed?Where are the empty containers disposed of?  |  |
| P16Best practices | Have you received any training or instruction about what to do to preserve the fibre quality? |  |
| P20Strengthened local capacities | Is there anyone available in the community to promote decent work (e.g. decent work committees, child labour monitoring committees, local pressure group, etc. )?  |  |
| P21 Health and safety | Do you have access to potable and washing water?  |  |
| P22 Trade union membership | Are you a member of a Trade Union?Do you have regular meetings with your employer? |  |
| P23 Access by union representatives | Do you know if the union representatives visit the farm? Where are the meetings conducted with them?  |  |
| P24Health and safety policy and training | Did you receive any formal training program on health and safety requirements? Is there a policy available at farm level?  |  |
| P25 Basic requirements | What do you think about the places that the farm offers to eat and to live? Do you have access to medical care?  |  |
| P27Accidents and emergencies | Do you know the procedures in case of an accident or emergency?  |  |
| P28Wages | Are you aware of the legal/minimum wage for the type of work you are performing?Is your wage equal or higher than the minimum wage?What is the average wage that you generally receive?  |  |
| P30Form of payment | How do you receive your payment? Cash or bank deposit?Is that your preferred option?  |  |
| P31Equal pay for equal work | Do you know if there is any wages difference between men and women who perform the same work?  |  |
| P32Working conditions | Does the Farmer or manager meet with you to discuss about working conditions (including discussion on working hours and overtime)? Do you feel comfortable to talk to the farmer or manager about working conditions? How satisfied are you with your current working conditions? Are they better or worse than before? |  |
| P33Employment contracts | Do you have a written and regular contract with the farmer?  |  |
| P34 Record keeping | Do you know if the farmer keeps records such as your age, wage, working times, etc.?  |  |
| P35Temporary and seasonal workers | Do you know if temporary workers receive the same rights and treatment than regular workers?  |  |

#  VISUAL INSPECTION

**V.1 Minimum Requirements**

|  |  |  |
| --- | --- | --- |
| Minimum Requirements | Key issues to be addressed during visual inspection | Comments/description – (Remember to take photos) |
| ManagementCriteria | Farmers corresponding to farmer list |  |
| Crop ProtectionCriteria 1.1 | Integrated pest management specific practices (e.g. traps, field monitoring for pests and beneficial insects, resistance management, etc.) |  |
| Crop ProtectionCriteria 1.2, 1.3 | Type of pesticides used  |  |
| Crop ProtectionCriteria 1.4 | Age and health of pesticide applicatorsPregnant or nursing women? |  |
| WaterCriteria 2.1 | Water sources used for irrigation and water management practices observed  |  |
| Natural HabitatCriteria 4.2 | Use and conversion of land in conformity with national legislation? |  |
| Fibre QualityCriteria 5.2 | Fibre quality management practices (harvesting techniques, storage area for cotton, cotton transportation, machinery management, contamination of cotton, etc.) |  |
| Decent WorkCriteria 6.3, 6.4, 6.5, 6.6 | Type of labour used in the farm (children/young persons, pregnant women, permanent, temporary, migrant workers, ethnic minorities) and work performed by each of them  |  |
| Decent Work 6.25, 6.26 | Treatment of workers (punishment, coercion, harassment, abuse) – relationship between workers and supervisors/manager |  |

**V.2 Improvement Requirements**

|  |  |  |
| --- | --- | --- |
| Improvement Requirements | Key issues to be addressed during visual inspection | Comments/description – (Remember to take photos) |
| Crop Protection and Decent Work | Work practices on the farm that may affect the health and safety of workers (e.g. preparation and application of pesticides, personal protective equipment usage and conditions, re-entry periods for treated areas, working hours, etc.) |  |
| Crop Protection | Type of pesticides used  |  |
| Crop protection and soil  | Storage and disposal, recycling of pesticides and fertiliser used (dedicated areas, pesticides containers, contamination risks, etc.) |  |
| Water | Water management practices observed on water extraction |  |
| Soil | Soil management techniques observed in the farm (e.g. tillage, cover crops, crop rotation, choice of tillage equipment, eroded areas and areas at risk of erosion, etc.) and fertiliser used |  |
| Natural Habitat | Natural habitat management observed in the farm (e.g. protection of riparian land, biodiversity, control of invasive species, wildlife, etc.) |  |
| Fibre Quality | Management practices to maximise fibre quality observed on the farm |  |
| Decent Work | Type of labour used in the farm (children/young persons, pregnant women, permanent, temporary, migrant workers) and work performed by each of them |  |
| Decent Work | Living space provided by the farmer to workers – rest area, access to potable and washing water, clean toilets, places to eat |  |
| Decent Work | Existence of specific group/person to promote decent work (e.g. decent work committees, child labour monitoring committees, local pressure group, etc.) |  |
| Decent Work | Facilities for workers’ representative |  |
| Decent Work | Medical and other facilities provided to workers, availability of first aid kits/supplies, transport available in case of accident |  |
| Decent Work | Storage and display of appropriate documents for workers (marking of danger areas, display of policies and procedures, signposts about accidents and emergencies, etc.) |  |